

Seasons Greetings

Happy New (Fiscal) Year

You can smell it in the air. The autumn evenings are becoming crisp and there will soon be a noticeable increase in our famous Pacific Northwest moisture.

One thing to watch out for this time of year is the holiday blues. Psychologists warn that some people can become overly depressed from the combination of dreary weather and holiday stress. One way to beat those holiday blues is

by volunteering your time to help a charitable organization.

There's no better time to think about charity than with the various holidays just around the corner. Most of us are quite secure in our government jobs, but there are others who are much less fortunate.

As we embark upon another new fiscal year, please do what you can to support your favorite charitable organizations. ❖

— "If you don't have charity in your heart, you have the worst kind of heart trouble"

— Bob Hope

Tenant Spotlight

By Anne Tiernan, SFEB

Most employees think of the Seattle Federal Executive Board (SFEB) as the organization that sets the weather policy, but we are much more than that. The SFEB is comprised of the most senior executive of each federal agency in the Puget Sound commuting area and there are 147 members which make up the Board.

Federal Executive Boards were established in 1961 by Presidential Executive Order to improve coordination among federal activities and programs outside Washington DC. The SFEB is a representative of the federal community that works to form partnerships with state, city, and county govern-

ment and works on national and local initiatives.

Staffed with just two full time employees, the SFEB is a forum for exchange of information between Washington D.C. and the field. We pool our resources to provide as efficiently as possible common services to federal agencies and we share technical knowledge and resources in procurement, personnel management, and information technology.

There are many ways for federal employees to be involved with the SFEB. In the course of a year there are as many as 15 separate committees that work on local programs. Some of these

(refer to "Spotlight" on page 3)



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GSA ADVANTAGE
order supplies on-line with your
government purchase card
www.northwest.gsa.gov/jfb

Autumn Health

By Joni Scott, RN

The common cold versus
influenza — what's the difference?

| <u>Symptom</u> | <u>Cold</u> | <u>Influenza</u> |
|----------------|-------------|------------------|
| Fever | rare | common |
| Fatigue | mild | severe |
| Headache | rare | common |
| Muscle pains | slight | common |
| Runny nose | common | uncommon |
| Sore throat | common | uncommon |
| Sneezing | common | uncommon |

❖ ❖ ❖ ❖

The JFB Health Unit is offering influenza vaccinations to federal employees of participating agencies. The supply is expected to arrive in mid-October and last until February. The best time to visit the Health Unit is between the hours of 10:00 AM – 3:00 PM, Monday – Friday.

For additional information, please contact Joni on 220-7630. ❖

Fitness Center News

By Chrissie Kristl, ACSM

Cardio Kickboxing is hot at the JFB Fitness Center. People of all fitness levels should get-in on this popular and fun fitness class. Sessions are held every Tuesday & Thursday at 11:15 AM (45 min) and Thursday at 4:35 PM (55 min).

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The Fitness Center is also pleased to announce the arrival of two new *Precore EFX546* Elliptical Cross-Trainers. These cross-trainers are considered to be highly versatile and ideal for members of all ages and fitness levels.

Newcomers can use the low ramp and resistance to simulate non-impact walking. Highly conditioned users can benefit from the full range of settings and those who are rehabilitating can create a motion that's uniquely comfortable to them.

For additional information or reservations, please contact Chrissie or Angi on 220-6134 or check out the JFB web site (click on "Fitness Center"). Fitness Center hours are 5:00 AM to 7:00 PM. ❖

Combined Federal Campaign

Walk to Care

JFB to Pier 62/63

October 6th

Register Day of Event in
South Auditorium

Fire Prevention

This year October 3 through 9 is National Fire Prevention Week. It's a good time to check connections of electrical equipment around your workstation (i.e., radios, fans, coffee makers, microwave ovens, etc.).

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We would like to thank everyone for their cooperation and participation in the fire drills this past year. A big hand goes to Doug Hallet and his associates in IRS Facilities for their dedicated work coordinating the monthly drills. We even pulled off a couple of evening drills for those who work the night shift.

Although drills can be disrupting to business, it's a small price to pay compared to the potential loss of life or property to the unprepared.

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Annual Floor Warden training is scheduled for late October. If you are a Warden or a Monitor, please don't miss this important training.

If you would like to volunteer to be either a Floor Warden or a Monitor, please contact Doug Hallet on 220-5712. ❖

"We make a living by
what we get. We make
a life by what we give"
— Anonymous

Downtown Views

Downtown Views is a quarterly newsletter published by GSA's Jackson Property Management Team to help keep tenants informed of building related issues, events, and policies.

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Please direct all correspondence to:
Editor, Downtown Views, General
Services Administration, 915
Second Avenue, Room 106, Seattle,
WA 98174. (fax 220-5025 or e-mail
at jackson.pmt@gsa.gov)



**Building Community
Count on Me!**

Spotlight

(continued from page 1)

include the Combined Federal Campaign, Public Service Recognition, the Associates Program, After School Fairs, Alternative Dispute Resolution Consortium, and Special Emphasis Committees. Each of these groups is comprised of volunteer representation from various agencies who commit their time and resources on behalf of the SFEB.

For additional information, please contact Anne or Kathy on 220-6171 or check out the JFB web site (click on "other web sites"). ❖

NW Federal Credit Union

9:00 AM to 4:00 PM

Check us out for:

- Loans
- Savings
- Checking
- Investments
- Home Banking

Phone 682-7622

www.northwest.gsa.gov/jfb
(click on "Other Web Sites")

Remember the Less Fortunate

CFC 1999

Last year CFC in King County was the most successful campaign in history! Forty-two percent of the 20,223 federal employees in King County made an average gift of \$276.56, resulting in a total donation of \$2,349,000. This reflects a 9.4% increase over last year's campaign. Consequently, OPM has recognized the CFC of King County as having the highest average gift in the nation!

Federal employees should be very proud of the part they have played in the phenomenal success. Because of these unselfish contributions, thousands of people in this community will get the help they need.

Your agency's local "Key Person" will be visiting soon with information for this year's campaign. Please don't forget about those less fortunate.

(SFEB Chair, L. Jay Pearson)

Operation 'K'

The Seattle Federal Executive Board (SFEB) is pleased to announce the 44th year that federal agencies in the Puget Sound area will participate in Operation "K." Each year the SFEB helps the Salvation Army provide thousands of needy families with a holiday dinner and new toys for their children.

This year the pick-up is scheduled for Wednesday, December 8th, from 10:00 AM, to 11:00 AM, in the Fourth floor lobby of the JFB. Just bring your unwrapped gifts for

children and youths (target age is infant to twelve) and the SFEB will do the rest.

(from the SFEB)

Blood Drives

Everyone has it; everyone needs it. There's no substitute for blood. If people lose blood from surgery or injury or if their bodies can't produce enough, there is only one place to turn — volunteer blood donors.

Many people may not consider their community blood program when they think about essential community services. Like the police or fire departments, a community blood program may come to mind only when people need it.

Twice each month the Seattle Federal Executive Board (SFEB) hosts a blood drive with the Puget Sound Blood Center (PSBC) in the South Auditorium. Employees from within the building and surrounding area have been very generous and supportive.

There is no substitute for blood; volunteer blood donors are the only source of blood transfusion. Check the calendar of events, located on the last page of this newsletter, for JFB blood drive dates.

*(from the PSBC web site
www.psbcc.org) ❖*

**"Success in life has nothing to do with what you gain in life or accomplish for yourself.
It's what you do for others"
— Danny Thomas**

**"No man becomes rich
unless he enriches others"**
— Andrew Carnegie

Welcome

"I, Rebecca McElwee, do solemnly swear . . . so help me God." And so went the September 15th installation ceremony of the new IRS Pacific-Northwest District Director.

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North Auditorium (l to r) Don McElwee; Rebecca McElwee, DD, IRS Pacific-Northwest District; Marilyn Day, RC, IRS Western Region.

As head of the largest tenant agency the District Director also assumes the responsibilities of *Designated Official* for the JFB. This involves such important issues as making the decision to evacuate the building in the event of an emergency during normal operating hours.

We all look forward to great leadership from Becky as IRS charts the course of their nation-wide restructuring! ❖



No Bugs Here

The JFB is
Y2K Compliant!

Work Life

While filling out a job application, a prospective employee came to the question, "Have you ever been arrested?" The applicant truthfully answered, "No." The next question was intended for people who had answered "Yes." It read, in full, "Why?" The unfortunate applicant missed the instructions and also answered that question truthfully, "I never got caught."

(from the FedManager)

Cafeteria Menu

www.northwest.gsa.gov/jfb

(click on "Cafeteria Menu")

How important is spelling, grammar, and punctuation? Here's a few examples taken from actual resumes:

- "Reason for leaving last job: Maturity leave."
- "Instrumental in ruining entire operation for Midwest chain store."
- "Company made me scapegoat, just like three previous employers."
- "Received plague for Salesman of the Year."

(from Fortune Magazine)



How important is a promotion to you?

- It's not important at all, 7.3 percent.
- Very important, 36.2 percent.
- It's not at the top of my list, 56.4 percent.

(From Bob Rosner's www.workingwounded.com poll) ❖

Holiday Decorations

Once again the holiday season is here with all of it's attendant festivities and decorations. To help ensure a safe workplace during the holiday season, please follow these simple rules:

- Decorations must be non combustible.
- Decorations may not involve lighted candles or other open flames.
- Decorations must not obstruct exits or passageways.
- Decorations must not be hung from or interfere with ceiling fire sprinkler heads. ❖

Conference Rooms

Conference room management officially passed from the Franchise Business Activity (FBA) to the GSA Customer Service Center (CSC) on October 1, 1999.

GSA's CSC will manage joint use conference rooms in both the JFB and the Old Federal Office Building across the street. They are located on the 18th floor and can be reached on 220-5052. Conference room use policy and configuration can be found on the JFB web site (click on "Features/Amenities").

We would like to thank the FBA for all their support; we wish them continued success. ❖

Thank You



for using your
JFB recycle
containers!

Projects Update

Exterior Cleaning

The exterior clean and reseal project is finally off the ground (no pun intended). This will be a large undertaking that will carry over into the summer of 2000.

The contractor, *Diamaco*, plans to begin work this fall and continue until weather becomes an issue. It is then anticipated that work will restart sometime in March 2000.

JFB Fact

There are more than 4,000 exterior windows to wash!

Woodwork Refinishing

GSA is also in the process of awarding a contract to repair and refinish the teak corridor doors on floors one through four. We do not anticipate disruptions to either tenants or visitors.

Building-wide Renovation

The design contract for the multi-million dollar building-wide "Prospectus" renovation project has been funded. Targeted areas include: elevators, restrooms, cafeteria, and plaza. We hope to see actual construction in FY2003. ❖

Thrift Savings Plan

Open Season Nov 15 to Jan 31
www.northwest.gsa.gov/jfb
 (click on "Other Web Sites")

First Impressions

You've probably noticed a few changes in the main lobbies by now; a little less clutter. It's just the beginning of a nation-wide initiative called *First Impressions*.

First Impressions is a collaboration between GSA, the federal government, and the design community. It's mission is to enhance the public's perception of the federal government by improving the appearance and efficiency of GSA buildings.

The initiative will look at the factors that most influence visitors' first impressions: approach, entrances, grounds, lobbies, corridors, elevators, concessions, etc.

For additional information or to view a 10 minute video, please contact Stan on 220-5055. ❖

"In charity there is not excess"
 — Francis Bacon

Security

Take a look at your government I.D. Do you recognize the person in the photo? If any of your features have changed significantly, please get a new I.D. Help the guards keep us all safe.

❖ ❖ ❖ ❖

Security is everyone's responsibility. Whether walking or driving, please ensure the doors close behind you both entering and exiting the building. ❖

**Service Call
Hot Line
220-5050**

Hazardous Weather

In agreement with the Seattle Federal Executive Board (SFEB) a notification policy was adopted in FY96 for employees of the Jackson Federal Building (JFB).

The policy states that all JFB employees will utilize their agency's own specific notification system for reporting to work. Based upon weather forecasts and road conditions in the greater Seattle area the SFEB will produce an advisory to agency heads. Agency heads in turn will activate their own system to notify their individual employees (agencies occasionally grant administrative leave, liberal leave, or a delay in reporting to work).

Neither the SFEB nor GSA can advise employees as was common in past years. Additionally, please note that GSA would close the building only for a very rare emergency or disaster.

The general public can get information by listening to the following radio stations:

KIRO 710 AM
 KING 1000 AM
 KOMO 1090 AM
 STAR 101.5 FM

For additional information, please contact Anne or Kathy on 220-6171. ❖

FEDERAL DAY CARE

Little Eagles
 Second & Madison
 Ph 382-9869

Green Tree
 Sixth & University
 Ph 553-8212

Telephone List

Cafeteria, 622-3947
 Conference Rooms, 220-5052
 Credit Union, 682-7622
 Fitness Center, 220-6134
 General Info, 220-5055
 Health Unit, 220-7630
 Lost & Found, 220-5055
 Security, 253-804-4771
 Service Calls, 220-5050
 Telephones, 220-5005

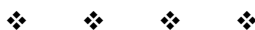
EMERGENCIES
253-804-4777 (24 hrs)

Bits and Pieces

The next Quarterly Tenant Meeting is scheduled for 10:00 AM, Wednesday, October 20, 1999 in the Evergreen Room (3086).



We wish to bid a fond farewell to the Federal Bureau of Investigation (FBI). The FBI is scheduled to relocate to their own building on Third Avenue in November. The FBI was one of the original tenants of the Jackson Federal Building.



There were no inquiries of interest received regarding the possibility of creating a Tenant Advisory Committee (the idea was proposed in the July/August issue). Consequently, the idea has been shelved.



Thanks to tenant comments, we now have a Self-Serve Center open in Room 268 for those after hours hunger pains.



In case you were wondering, the Thanksgiving Day Event (using the cafeteria to feed the less fortunate) did not materialize. Additional research revealed an adequate supply of services already established in the local community.

Calendar of Events

- Oct 11 Columbus Day,
Building Closed
- Oct 15 Blood Drive,
South auditorium,
9:00 AM – 3:00 PM
- Nov 11 Veterans Day,
Building Closed
- Nov 19 Blood Drive,
South Auditorium,
9:00 AM – 3:00 PM
- Nov 25 Thanksgiving Day,
Building Closed
- Dec 17 Blood Drive,
South Auditorium,
9:00 AM – 3:00 PM
- Dec 24 Christmas Holiday,
Building Closed

More Bits and Pieces

We're ready — the JFB is Y2K compliant. For additional information, please check out the building web site.



Mark your calendars for the GSA Building Management open house all day Thursday, October 14th. Help us celebrate our new office in Room 106. ❖

Q and A

Things You Should Know

Q: Why can't portable heaters be used in the JFB?

A: In addition to being both inefficient and in violation the Code of Federal Regulations (41 CFR 101), they actually have the opposite effect of the intended purpose. Warm air from the portable heater will raise to the ceiling mounted thermostats and tell the HVAC system that it's too warm which in turn will respond with colder air. If you're either too hot or too cold, just call the GSA *Service Call Hot Line* on 220-5050. ❖



Your GSA Jackson Property Management Team

Visit Our Web Site At: www.northwest.gsa.gov/jfb

Administrative Services: 220-5055
 Laura Wright, Stan Catchpole,
 Michael Westvold, & Steve David

Mechanical Services: 220-5031
 Curtis Kelly, Owen Butler, Diane Murdock,
 Chuck Eddington, John McQueen,
 Ted Peros, Bob McDaniel, & Robert Manos